



OHS FORM TO BE COMPLETED WITH THE HOST ORGANISATION

Introduction			Health and Safety		
Please indicate either Yes or No in relation to whether the following has been explained to you by the host or your consultant, and that you fully understand your obligations as they relate to each section of this document.					
Employment conditions	Yes	No	Agency / host Occupational Health and Safety policy and procedures	Yes	No
Job description and responsibilities	Yes	No	Roles and responsibilities for safety	Yes	No
Commencement date and time	Yes	No	Occupational health and safety consultative arrangements	Yes	No
Work times and meal breaks	Yes	No	Process for communicating occupational health and safety information	Yes	No
Union membership and award conditions	Yes	No	Process for communicating occupational health and safety concerns to agency / host	Yes	No
Notification of sickness or absences	Yes	No	Hazard and incident reporting procedures, including forms that need to be completed and agency / host telephone numbers	Yes	No
Out of hours enquiries and emergency procedures for agency	Yes	No	How safety issues are resolved by agency / host	Yes	No
Equal employment opportunity information	Yes	No	Information on hazards and controls present at Host organisation workplace	Yes	No
Sexual harassment information	Yes	No	Drugs and alcohol policy	Yes	No
General standards of conduct	Yes	No	Tour of workplace undertaken	Yes	No
Workers compensation claim and rehabilitation process	Yes	No	Detailed description of duties provided and demonstrated Detail any further training required:	Yes	No
KEY PEOPLE AND PLACES					
<p>Who must you report safety concerns, incidents and / or accidents to on the host's worksite:</p> <p>Who must you report any incidents to at agency:</p> <p>Please state the agency person that will be managing the placement:</p> <p>Name your supervisor at host organisation site:</p> <p>To whom and where are you to report (explain)?</p>			<p>Name your local first aider at host organisation:</p> <p>Where is the first aid kit located:</p> <p>Name your local emergency warden at host organisation:</p> <p>Name your Emergency Assembly point at host organisation:</p> <p>Name your OH&S Representative at host organisation:</p>		

